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American National Standard

Title Pages for Conference Publications

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ANSI/NISO Z39.82-2001

Title Pages for Conference Publications

Abstract: Describes data elements that publishers, authors, and editors should use to create title pages or chief sources of information for conference publications in all subjects, languages, and formats.

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Foreword

(This foreword is not part of the American National Standard for Title Pages for Conference Publications, ANSI/NISO Z39.82-2001. It is included for information only.)

Because conference proceedings are important in research and scholarly communication, it is important to be able to locate the published proceedings of a particular conference. However, it is often difficult to retrieve these works because title pages or chief sources of information contain insufficient information to identify a particular conference, or the information is not clearly delineated in its layout.

The title page, title frame, or title screen of a given work is the established standard chief source of information used to catalog a book, serial, electronic resource, etc. For this reason, it is critical that this information be clear, precise and complete. Those who prepare and publish conference proceedings presently follow a variety of practices in the composition of the title page or chief source of information. Frequently, the result is confusion due to the omission of important details. The problem manifests itself in all subject areas, but it is particularly acute in science and technology, and across disciplines where currency and accuracy of information are vital. Adopting standard practices in the layout of a title page or chief source of information will contribute greatly to improved access to publications emanating from conferences.

This standard is intended to help preparers of title pages and chief sources of information to present all the details necessary for cataloging in a form that will facilitate retrieval. These requirements apply to conference proceedings in any medium.

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ANSI/NISO Z39.82-2001

Title Pages for Conference Publications

1. Introduction

1.1 Purpose

The purpose of this standard is to set forth specifications and examples that enable publishers and editors to prepare title pages or chief sources of information in a style that makes it easier for users to find publications that emanate from conferences. When publishers and editors follow a prescribed presentation of data about the conference and the contents of the resulting publication, librarians and preparers of index citations are better able to describe and cite conference publications for easier and improved access by users of these materials.

1.2 Scope

This standard provides guidelines for structuring title page information for conference publications that facilitate the creation of bibliographic citations that help users readily access the publications. The standard provides for a uniform presentation of information on a title page, cover, title screen, title frame, or any other location serving as the chief source of information for preparation of the bibliographic description or citation for an item. The standard applies to all disciplines, to all conferences (e.g., meetings, symposia, institutes, colloquia, workshops), and to all formats (e.g., printed documents, videos, Web sites). The standard applies to published conference proceedings in various manifestations (e.g., papers, abstracts, summaries) and in all languages, subjects, and formats.

This standard will assist in shared cataloging and the interchange of information. Consistency in the presentation of information on title pages or other chief sources of information is important for the electronic storage and retrieval of data about conference publications by a diverse array of information providers and users.

1.3 Application

The guidelines in this standard can be readily accommodated by MARC records, SGML (Standard Generalized Markup Language), HTML (Hypertext Markup Language), XML (Extensible Markup Language), and all types of bibliographic citations. This standard takes into account that publishers and producers issue conference publications in a variety of formats and subjects, each of which requires a clear, complete, and concise title page or other chief source of information. An Appendix is provided to help illustrate application of the guidelines in the standard.

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2. Definitions[1]

Chief source of information. The source of bibliographic data used in the preparation of a bibliographic description (or portion thereof); this may be a title page, cover, screen, frame, etc.

Computer file. A file (data and/or programs) encoded for manipulation by computer.

Conference. A meeting of individuals or representatives of various corporate bodies or of a single body for the purpose of presenting, discussing, and/or acting on topics of common interest. A meeting of the membership of a corporate body. Conferences may be one-time events or may be recurring events. Conferences may be considered to be "named" or "unnamed," depending on how they are presented on publications (see Section 4 below). Other terms are used synonymously for conference, e.g., colloquium, institute, meeting, symposium, workshop, and foreign language equivalents.

Corporate body. An organization or group of persons identified by a particular name that acts, or may act, as an entity. Corporate bodies include conferences.

Serial. A publication in any medium issued in successive parts bearing numeric or chronological designations and intended to be continued indefinitely. Serials include periodicals, newspapers, annuals (reports, yearbooks, etc.); also the journals, memoirs, proceedings, transactions, etc., of societies.

Series. A group of separate items related to one another by the fact that each item bears, in addition to its own title proper, a collective title applying to the group as a whole. The individual items may or may not be numbered.

Sponsor or sponsoring organization. A corporate body responsible for planning, organizing, or arranging for a conference to be held. Typically, its involvement goes beyond financial underwriting; its members may be responsible for setting the conference program or agenda, determining speakers and participants, organizing the conference, or preparing the proceedings for publication.

Title frame. A frame in microfilm, microfiche, or other similar media containing written or printed material not part of the subject content of the item.

Title page. The page at the beginning of an item bearing the title proper and usually, though not necessarily, the statement of responsibility and data relating to publication.

Title proper. The chief name of an item, including any alternative title.

Title screen. In the case of a computer file, video, motion picture or slide set, a display of data that includes the title proper and usually, though not necessarily, the statement of responsibility and the data relating to publication.

3. Elements of Information

Include on the title page or chief source of information all the basic elements of information needed to identify and describe the conference publication. Some elements always apply and are mandatory for inclusion on every conference publication; others apply if appropriate to a particular conference. In the following list of elements, elements that are mandatory for every publication are followed by (M). Their corresponding subsection number is also indicated.

[1]Definitions primarily from the Glossary section of *Anglo-American Cataloguing Rules.* 2nd ed.; 1998 revision. Chicago: American Library Association, 1998.

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Title (M) 3.1
Name of the conference (M) 3.2
Number of the conference 3.3
Place and date of the conference (M) 3.4
Sponsoring organizations 3.5
Editors 3.6
Series 3.7
Publisher, place, and date of publication (M) 3.8

Make information on the title page or chief source of information consistent with information on other parts of the item, e.g., the cover, spine, verso of the title page. For ongoing conferences, present recurring elements consistently so that the relationship of a publication to earlier and later publications from the same conference is clear. In addition, for conference publications issued as serials, make information, e.g., name of the conference, title of the serial, consistent from issue to issue.

Limit information on a title page or chief source of information, as far as possible, to the elements described in this section. Present layout, typography, and wording that make it easy to identify these elements.

Occasionally, graphic devices, logos, or color designs are used as part of a title page or chief source of information. When any of these are introduced into a layout, take care not to obscure the elements of information with a predominant layout design.

3.1 Title (M)

Titles may be of various sorts, e.g., specific or distinctive, general or generic, thematic or slogan-like, topical or subject oriented. They may appear in other places in the preliminary sections of a publication.

Include a clearly indicated title on the title page or chief source of information. For better identification, distinctive or subject oriented titles are encouraged.

Examples:

Culture keepers

Networking in the humanities

Viral safety and evaluation of viral clearance from biopharmaceutical products

Byte of life

Selected papers from the Great Basin Anthropological Conference

White collar crime 1990
White collar crime 1991
(Title on two successive issues of a serial)

Proceedings of the Fortieth Annual Institute on Oil and Gas Law and Taxation
Proceedings of the Forty-First Annual Institute on Oil and Gas Law and Taxation
(Title on two successive issues of a serial)

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3.2 Name of the Conference (M)

Include the name of the conference. If the conference is ongoing, in general, give the name in the same form on succeeding publications. In instances in which it is important to change the name of the conference, include former names and variant forms of the name, such as abbreviations and acronyms. Including additional information allows for better identification of the conference from which the publication emanates. (See Section 4 below for further discussion of the name of a conference and the importance of the name.)

Examples:

The HEA Title II-B Institute on Continuing Education Program Planning for Library Staffs in the Southwest

Eleventh Annual IEEE Conference on Computational Complexity
(Formerly: Structure in Complexity Theory Conference)

1996 AMIA Annual Fall Symposium
Formerly SCAMC

Science Information Systems Interoperability Conference, SISIC

ACAI, American College of Allergy & Immunology

3.3 Number of the Conference

Include the number of the conference, if the conference is part of an ongoing series of numbered conferences. In the presentation, give clear distinctions between the number for an ongoing conference and other numbers that may appear on the conference publication. Other numbers that may appear include the volume or part number of a conference publication that is published in two or more physical volumes, or the series number for a publication issued in a numbered series (see Section 3.7 below for series numbering).

Examples:

Third National Conference of African American Librarians

The 24th Annual International Symposium on Computer Architecture

First International Conference on the World-Wide Web
(Published in two physical volumes; "Volume 1" and "Volume 2" given on the title pages of each volume, respectively.)

Second Maya Ceramic Conference
(Published in two physical volumes; "Part 1" and "Part 2" given on the title pages of each volume, respectively.)

3.4 Place and Date of the Conference (M)

Include the place where the conference was held, and specify its inclusive dates. To aid in better identification of the conference, information on place should include city, state

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(or comparable non-U.S. jurisdiction), and, optionally, country.

Examples:

Datafair 75
Held in London, England, September 5-8, 1975

The proceedings of the Second Conference on Research in Dance
July 4, 5, 6, 1969, Airlie Conference Center, Warrenton, Virginia

The legacy of Norbert Wiener: a centennial symposium
October 8-14, 1994, Massachusetts Institute of Technology, Cambridge, Massachusetts

Proceedings of the Fifth International Conference on Endothelin
Held at the University of Kyoto, Kyoto, Japan, September 12-15, 1997

Proceedings of the 6th international conference
On board the liner, the Queen Elizabeth 2, Southampton to New York, July 1984

3.5 Sponsoring Organizations

Include the name of any sponsoring organizations, with an explicit statement of the role, e.g., "sponsored by," "organized by."

Examples:

Intensive review of internal medicine: CME Conference video
Sponsored by the Cleveland Clinic Foundation

Proceedings of the Eighty-Eighth Annual Conference on Taxation
Held under the auspices of the National Tax Association

A Conference on Media & Technology in Jewish Education
Coordinated by JESNA, Jewish Education Service of North America

18th International Online Information Meeting
Organized by Learned Information (Europe) Ltd

Twelfth Open Forum on the Study of the International Exchange of Japanese Information and Scholarly Databases in East Asian Scripts
Sponsored by National Center for Science Information System, Tokyo, and National Diet Library, Tokyo

3.6 Editors

Include the names of any editors and an explicit statement of function, e.g., "edited by," "editor."

Examples:

Papers of the 10th IUC Colloquium
Edited by Charles C. Hammond

Minutes of the Annual Meeting of the American Antiquarian Society, held Sunday, October 8, 1995
Editor, Robert D. Ebel
Assistant Editor, Janet L. Staton

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3.7 Series

Include the title of any series of which the publication is a part. If the publications in the series are also numbered, include the number with an appropriate designation such as volume, part, or number. The series title may be included on the title page, on a separate series title page, or on both.

Examples:

A Computational Mechanics Centre publication

Advances in internal medicine
Volume 5

Developments in biological standardization
Volume Eighty-Eight

Contributions to the study of science fiction and fantasy, number 41

3.8 Publisher, Place, and Date of Publication (M)

Include publisher, place of publication (including city, state or comparable non-U.S. jurisdiction, and, optionally, country), and date of publication. Note that the date that the conference was held is not necessarily the same as the date of publication.

Examples:

Published by IEEE
Metuchen, New Jersey
1975

Proceedings of the American Antiquarian Society
Published by the Society
Worcester, Massachusetts
1997

Association of College and Research Libraries
A Division of the American Library Association
Chicago, Illinois, 1989

1994
Published for the
American Society for Information Science
by
Learned Information, Inc.
Medford, New Jersey

E.J. Brill
Leiden New York Koln
1996

4. Named vs. Unnamed Conferences

When a conference can be categorized as named, access is improved; users can more easily find publications resulting from that conference because the conference can be listed uniformly in catalogs and citation indexes.

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A conference is generally considered to be named, and thus cited by that formal name in catalog records and other bibliographic citations, under the following conditions:

(a) It includes a generic word for conference, along with other subject words, as part of the name, e.g., meeting, colloquium, symposium, or foreign equivalents.

On title page: Proceedings of the International Conference on Semiconductor Physics
Citation: International Conference on Semiconductor Physics

(b) It is an abbreviation, acronym or phrase and includes an abbreviated date.

On title page: GAGETECH '92
Citation: GAGETECH '92

On title page: Coal Geology '87
Citation: Coal Geology '87

(c) It presents itself as a meeting of the corporate body with which it is associated.

On title page: Annual Meeting of the Jewish Studies Association
Citation: Jewish Studies Association. Meeting

(d) It is presented in running text with each important word in the phrase capitalized according to usage of the language, as for a proper noun, and it otherwise fits one of the types described in (a)-(c) above.

On verso of title page: In July, 1997 a Conference on Management Techniques in Libraries was held ...
Citation: Conference on Management Techniques in Libraries

A conference would not be considered named under the following instances.

On title page: Semiconductor physics
Lower on title page: Proceedings of an international conference

On title page: A symposium
Lower on title page: Online investing

In the preface: On May 2, 1997, the Capitol Hill Business Alliance sponsored an institute on local business development ...

In the first two cases, "proceedings of an international conference" and "a symposium" are presented separately and not in combination with subject words, so the meetings are not interpreted as having formal names.

In the third example, lower casing of key words in "an institute on local business development" is interpreted as indicating that the conference is not a proper name; it is merely a descriptive phrase. Compare this situation with the example under (d) above.

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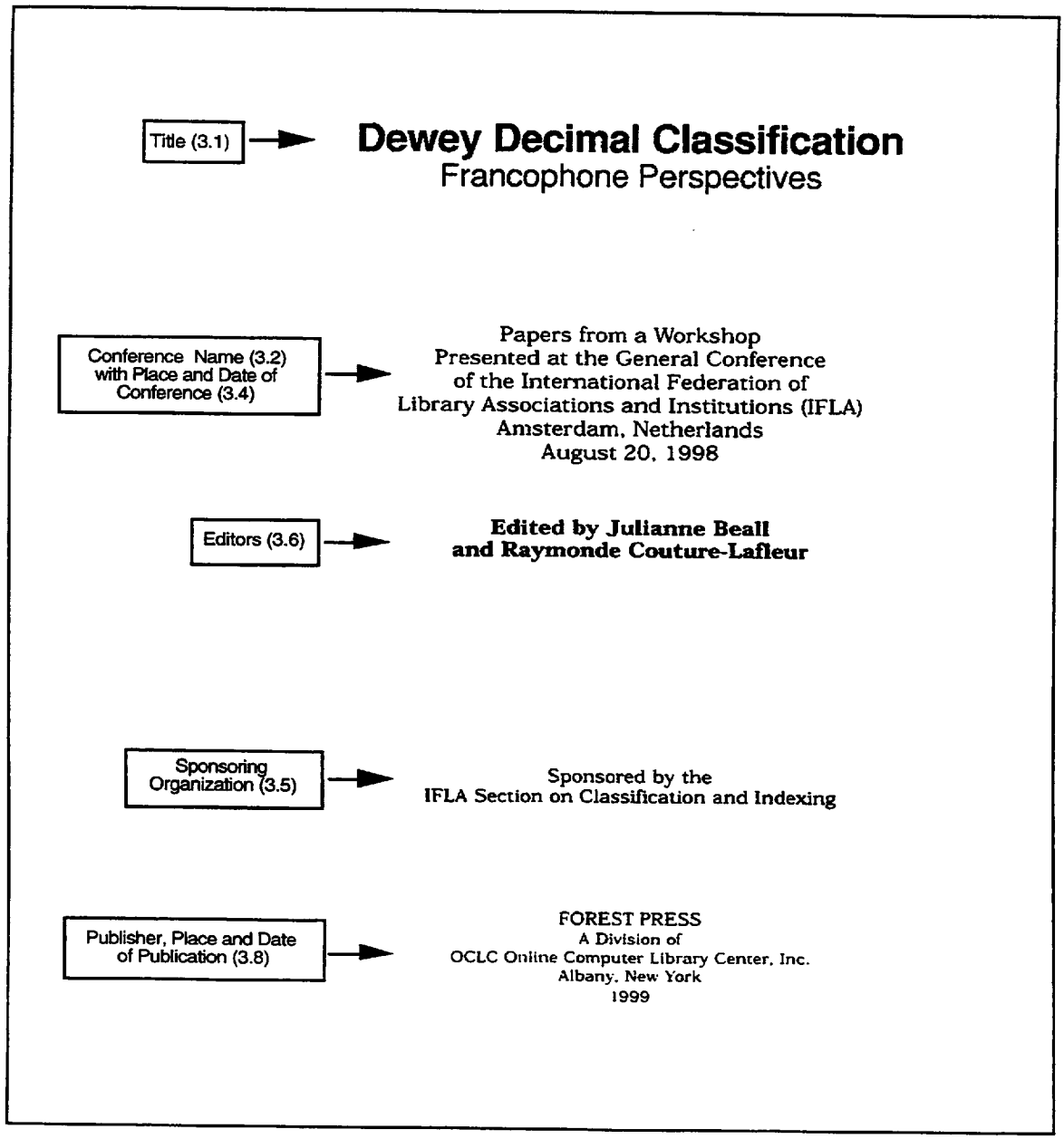
Appendix

(This appendix is not part of the American National Standard Title Pages for Conference Publications, ANSI/NISO Z39.82-2001. It is included for information only.)

This appendix of examples is provided to present well crafted and useful title pages. These examples illustrate the guidelines stated in the various sections of the standard. Each example cites the relevant section numbers in the standard for easy reference.



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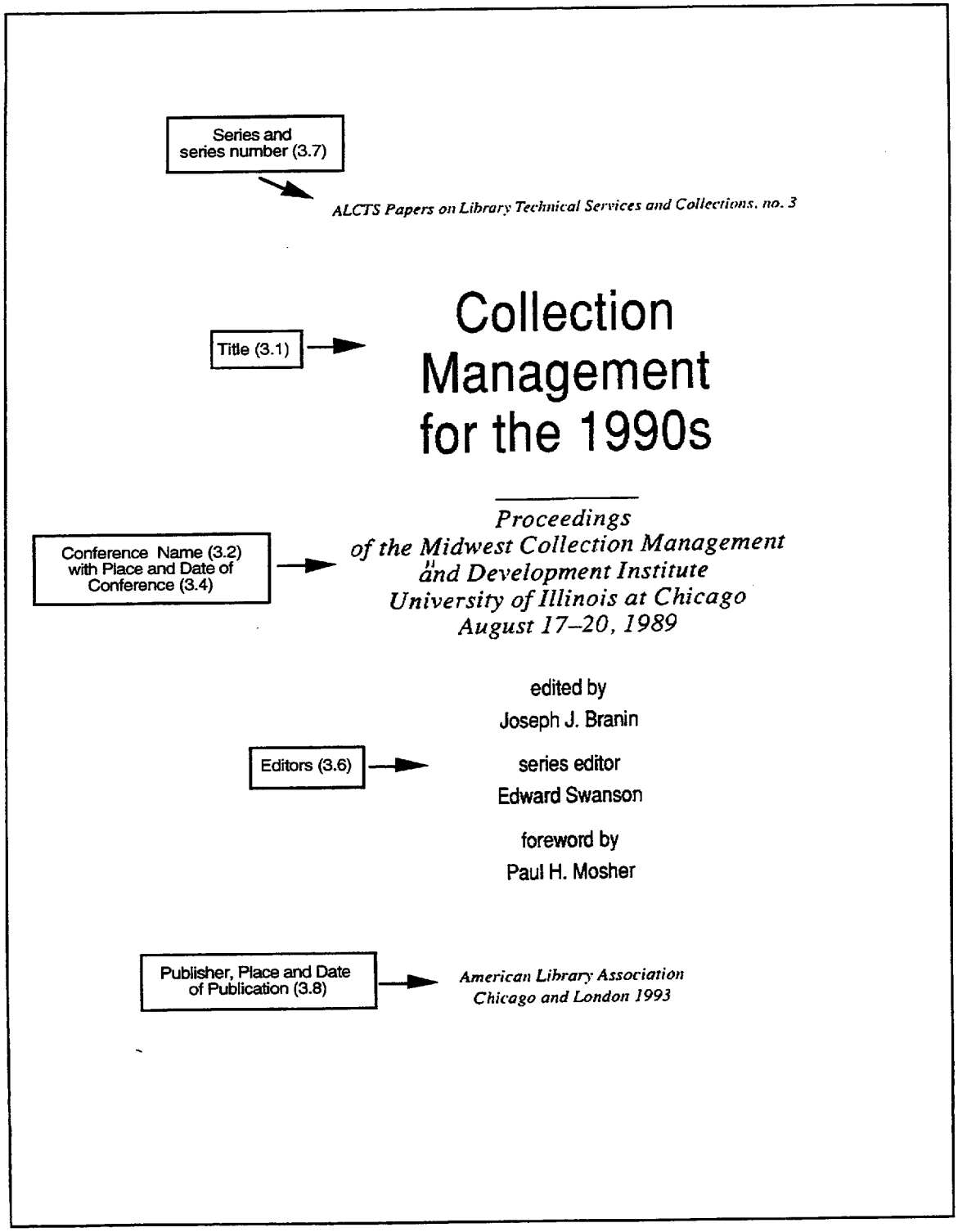

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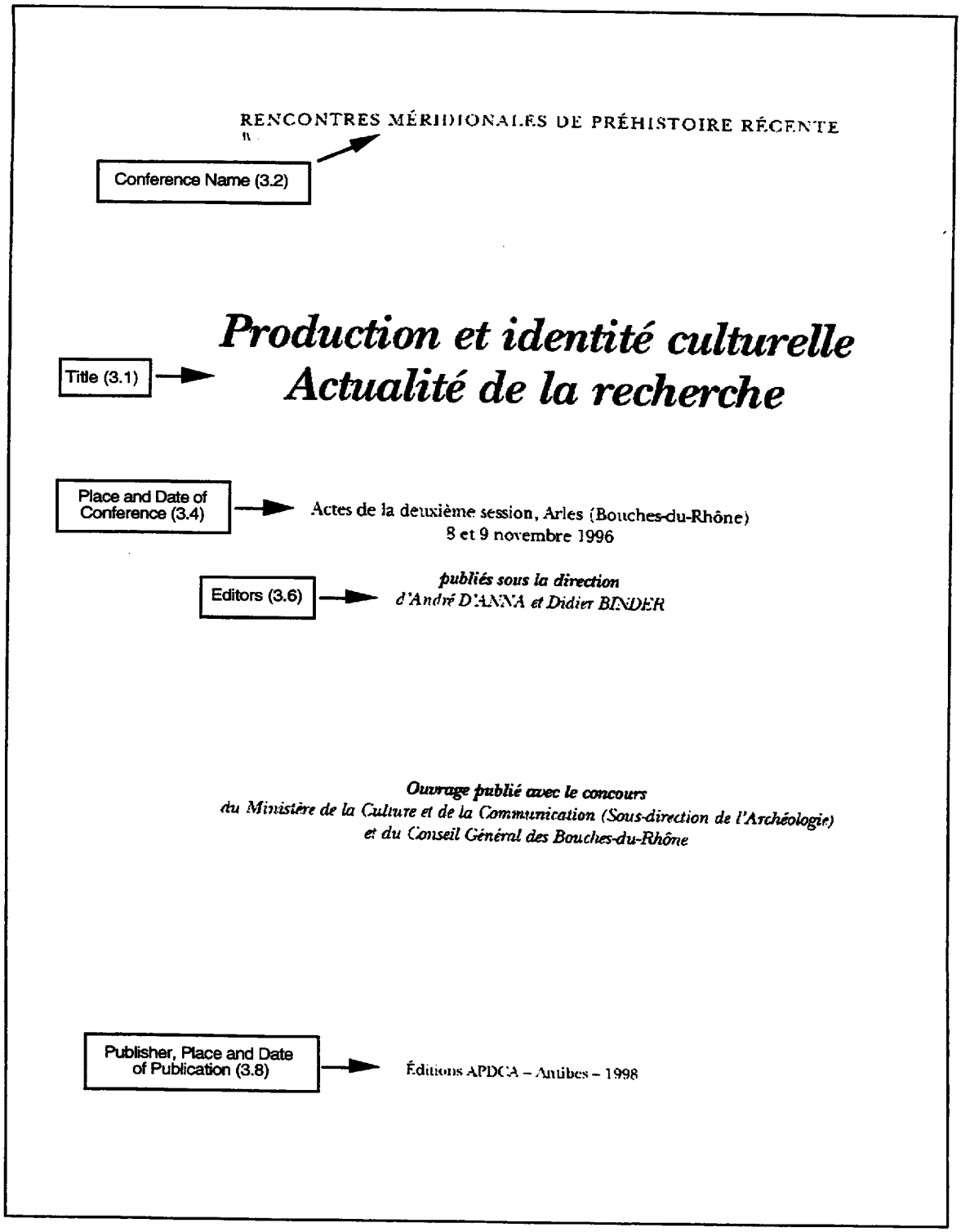

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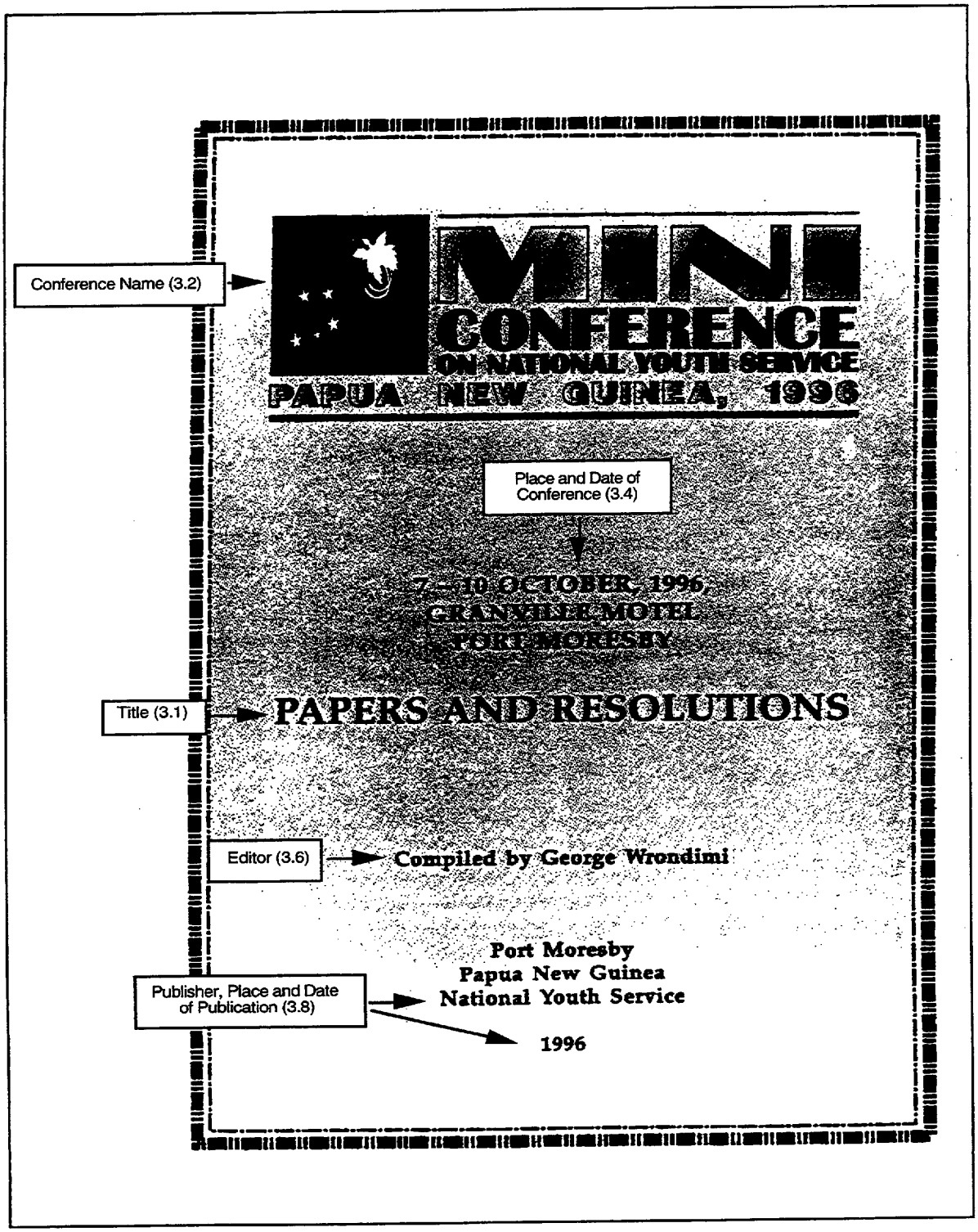

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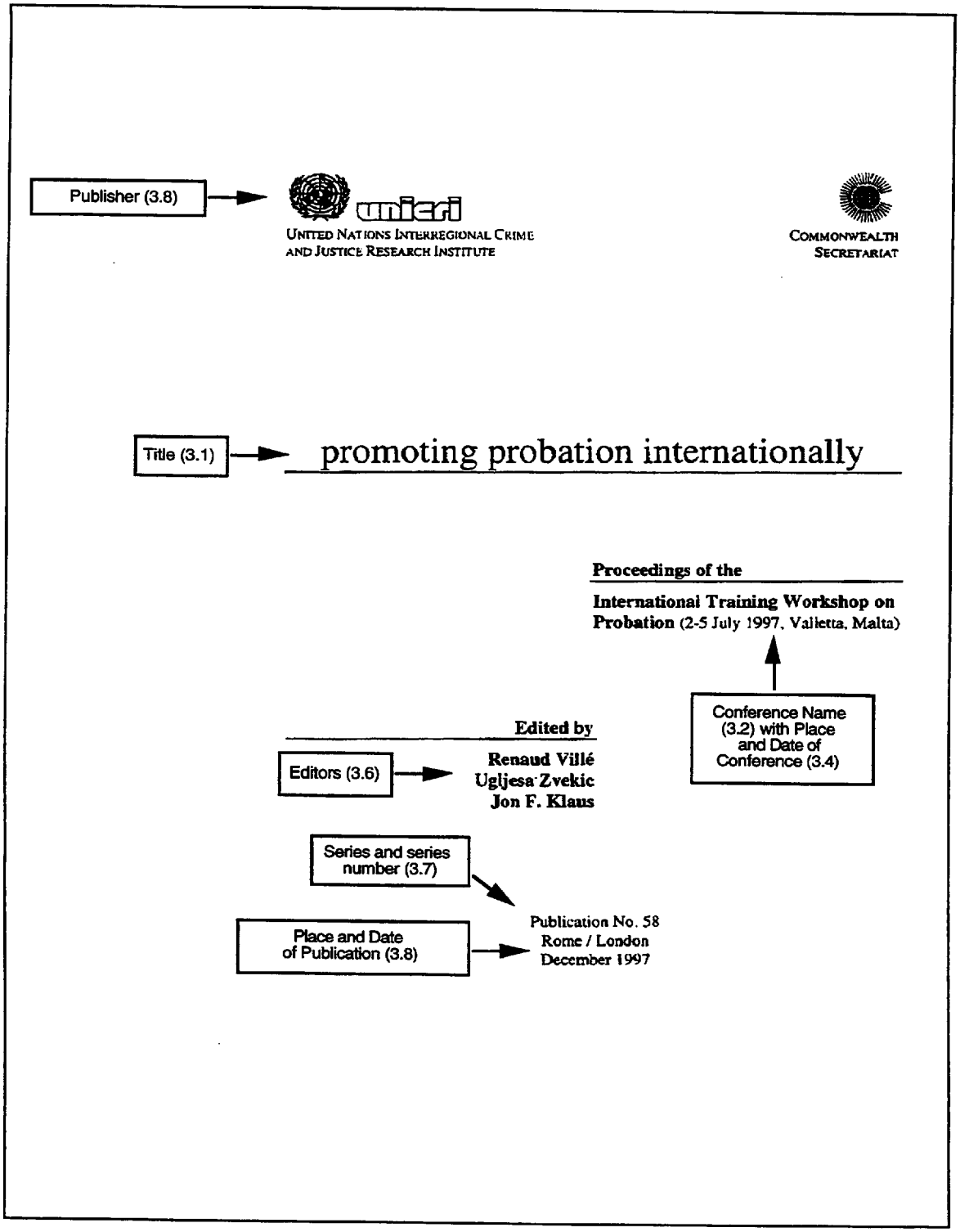

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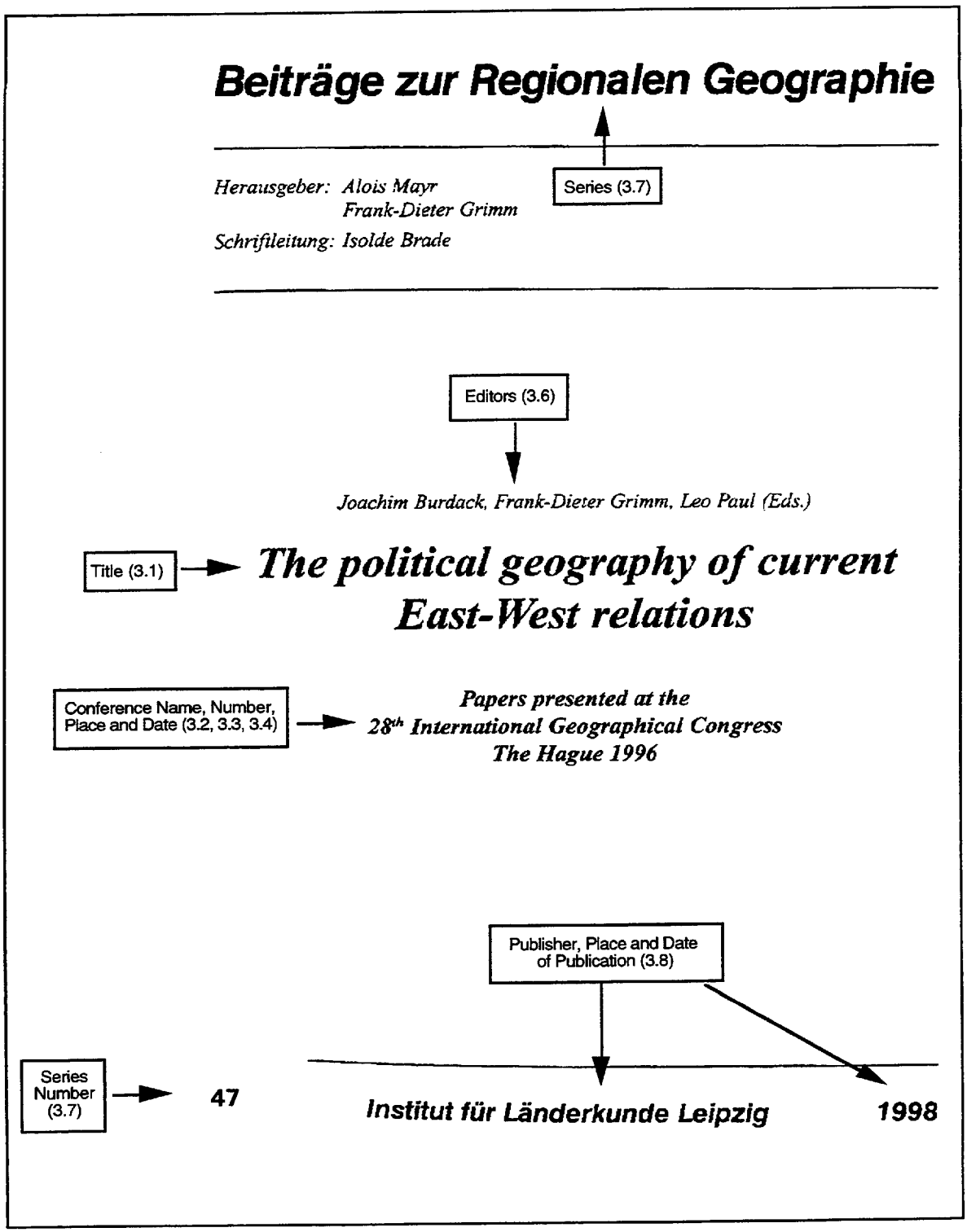

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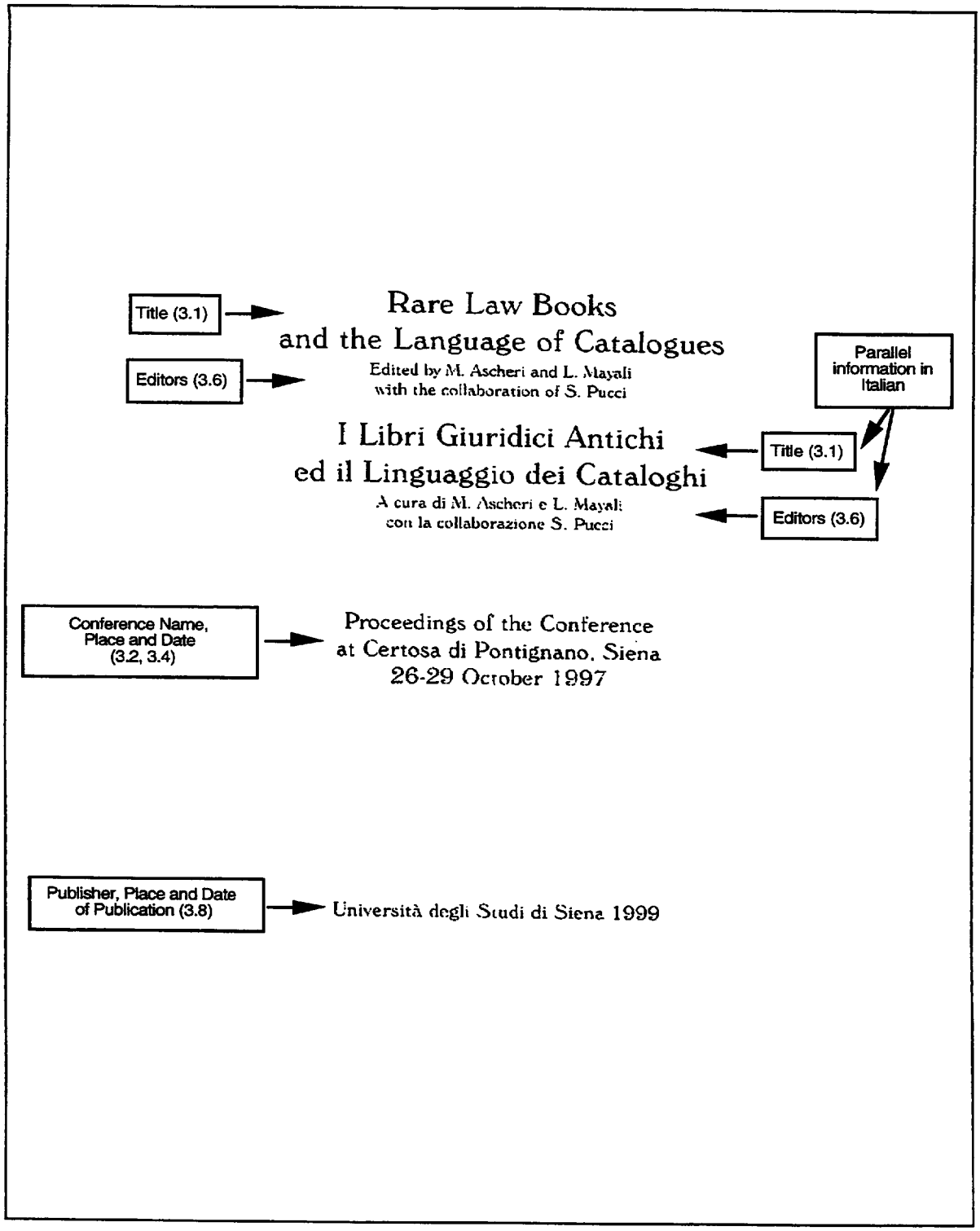

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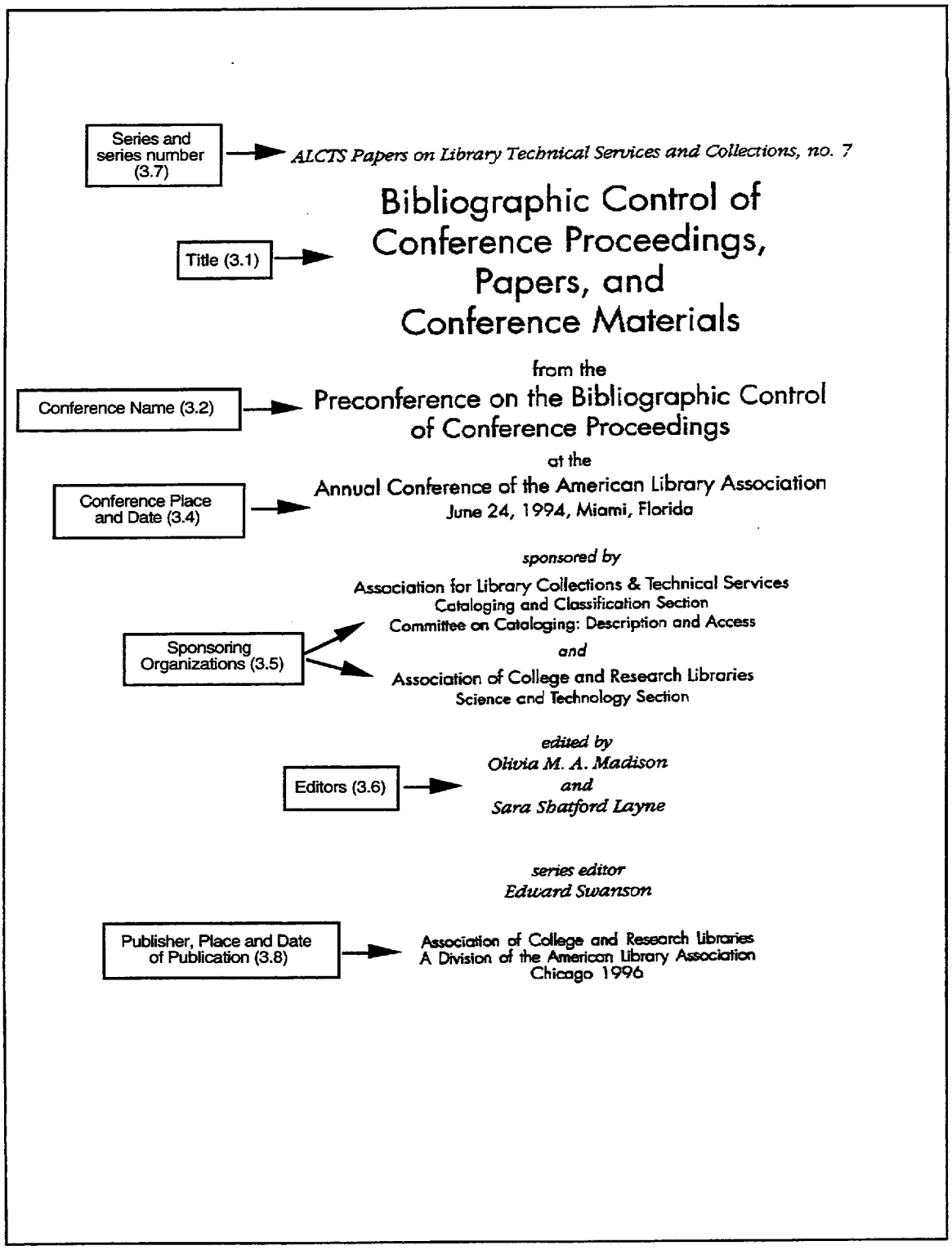

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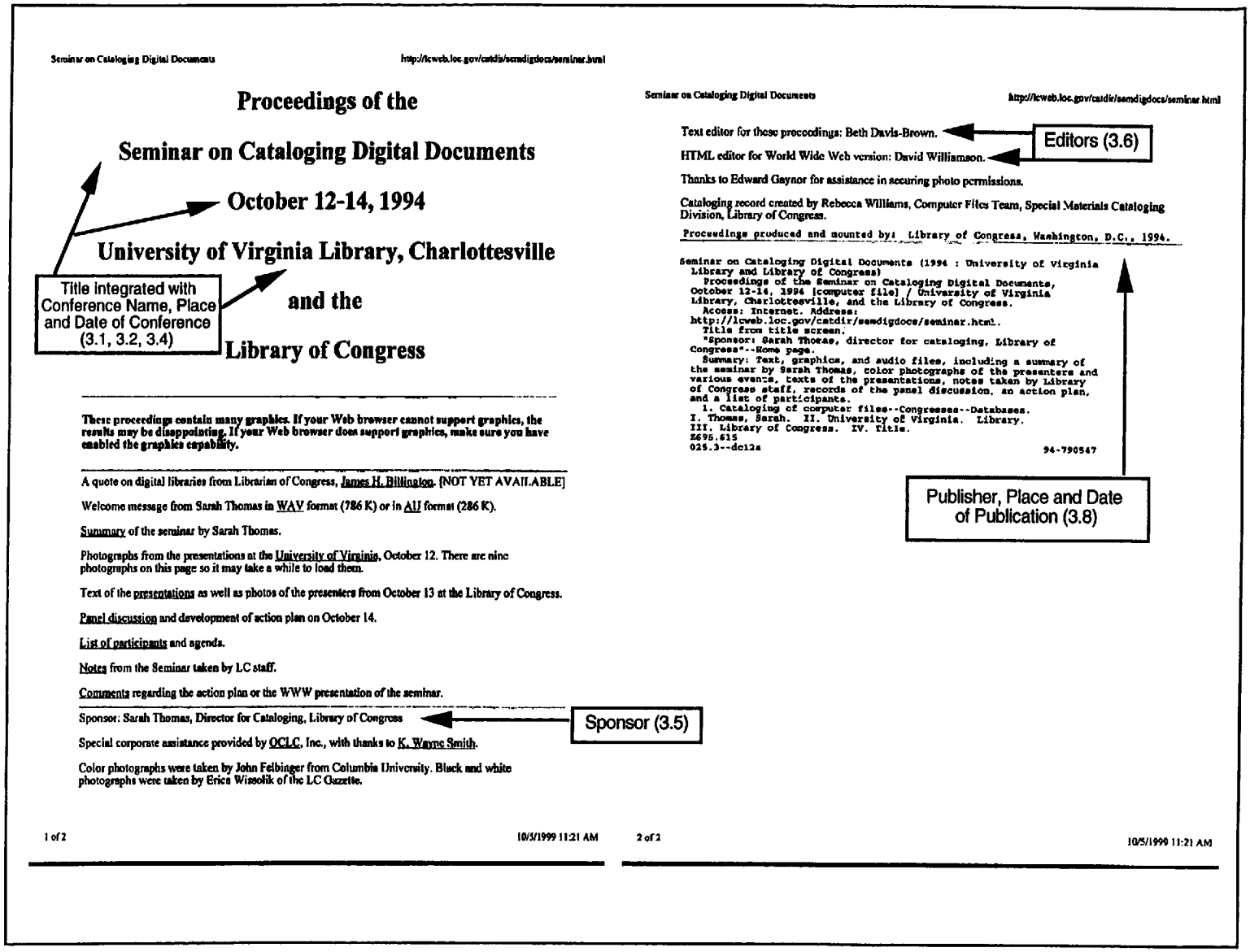

Seminar on Cataloging Digital Documents http://lcweb.loc.gov/catdir/semdigdocs/seminar.html

Proceedings of the

Seminar on Cataloging Digital Documents

October 12-14, 1994

University of Virginia Library, Charlottesville

and the

Library of Congress

Title integrated with Conference Name, Place and Date of Conference (3.1, 3.2, 3.4)

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A quote on digital libraries from Librarian of Congress, James H. Billington. [NOT YET AVAILABLE]

Welcome message from Sarah Thomas in WAV format (786 K) or in AU format (286 K).

Summary of the seminar by Sarah Thomas.

Photographs from the presentations at the University of Virginia, October 12. There are nine photographs on this page so it may take a while to load them.

Text of the presentations as well as photos of the presenters from October 13 at the Library of Congress.

Panel discussion and development of action plan on October 14.

List of participants and agenda.

Notes from the Seminar taken by LC staff.

Comments regarding the action plan or the WWW presentation of the seminar.

Sponsor: Sarah Thomas, Director for Cataloging, Library of Congress

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Special corporate assistance provided by OCLC, Inc., with thanks to K. Wayne Smith.

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1 of 2 10/5/1999 11:21 AM

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Text editor for these proceedings: Beth Davis-Brown.

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1. Cataloging of computer files--Congresses--Databases.
I. Thomas, Sarah. II. University of Virginia. Library.
III. Library of Congress. IV. Title.
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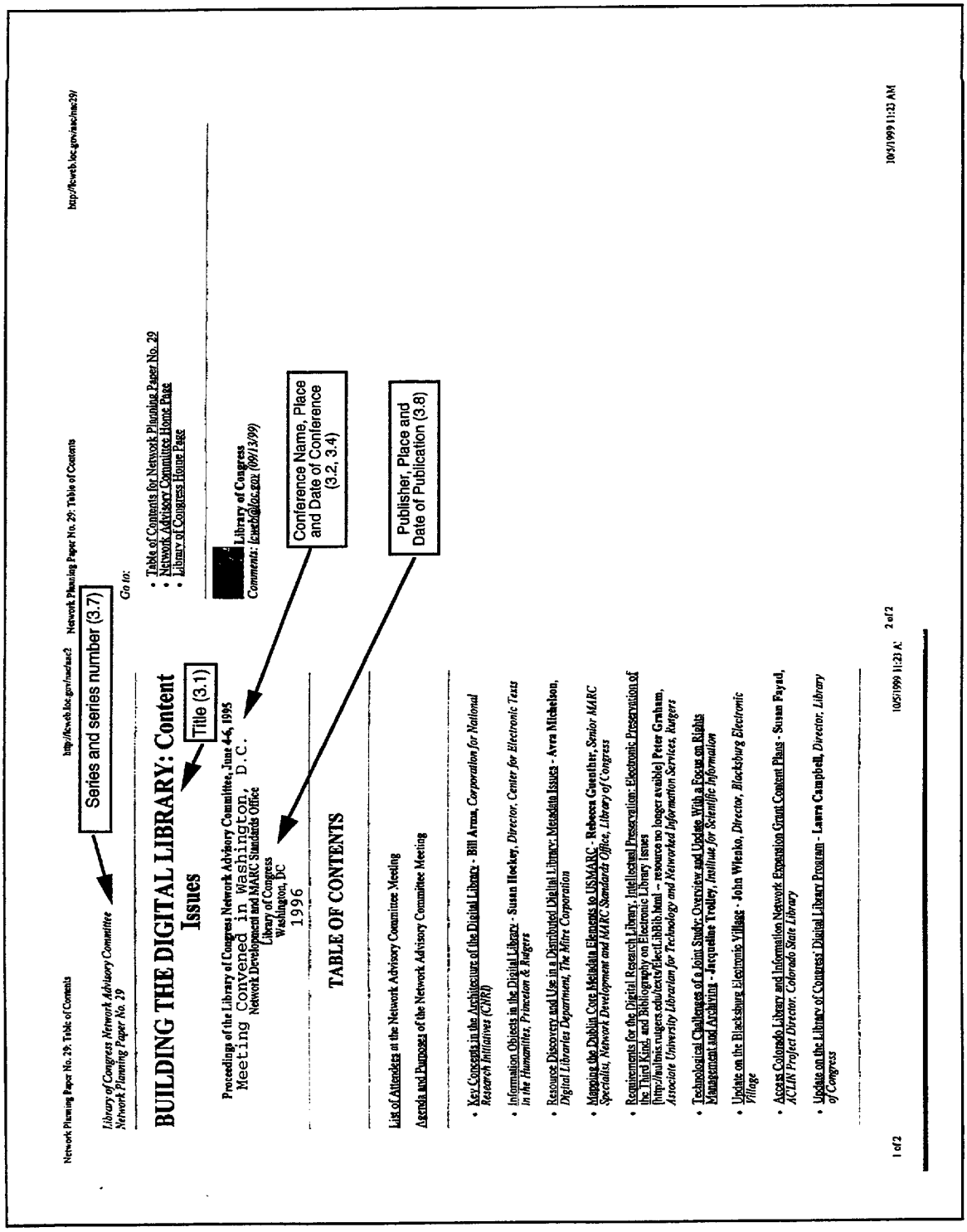

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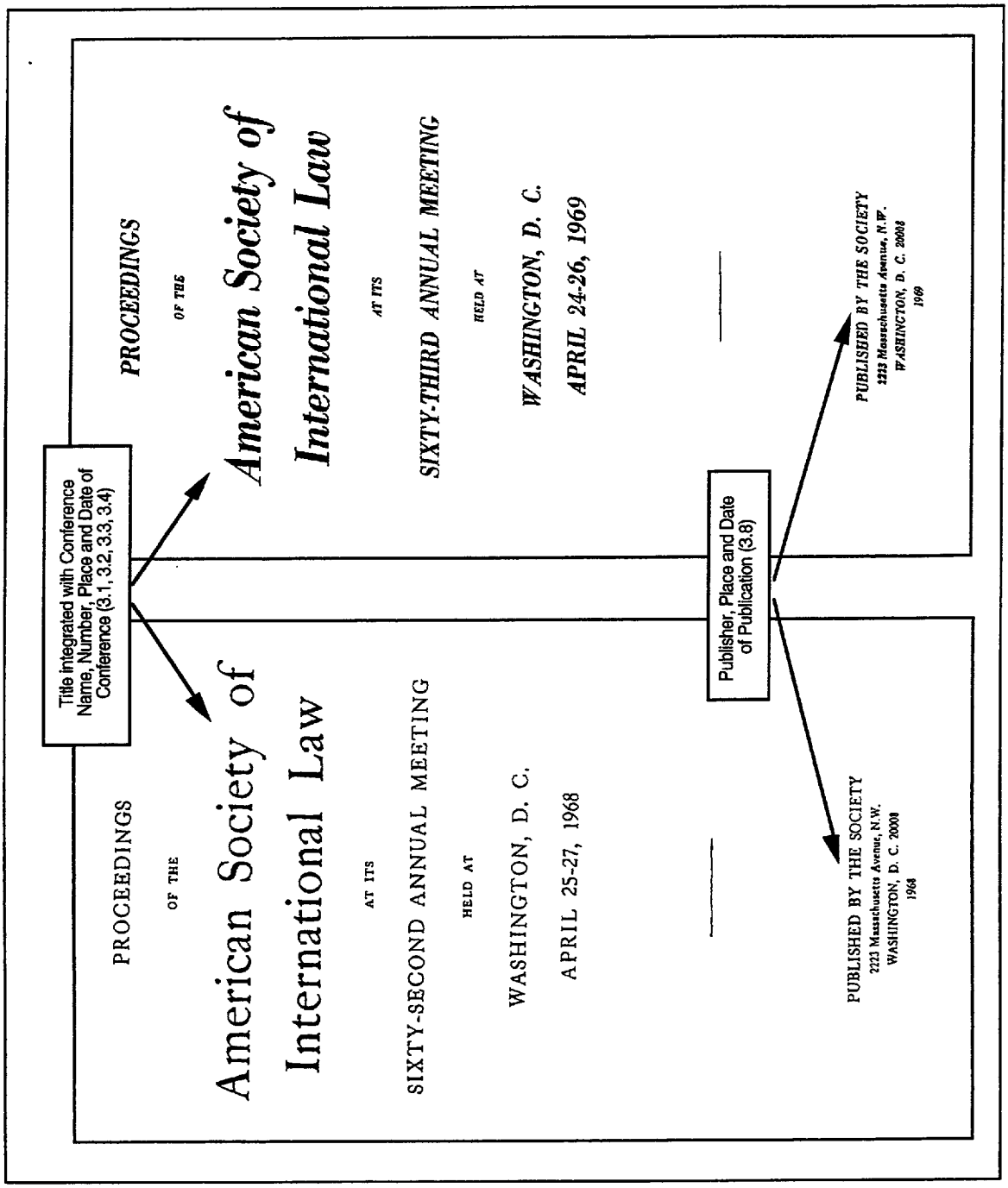

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